**Argyll & Bute Council Risk Assessment Form**

* Form to be completed only by competent, trained assessors.
* Use in conjunction with Guidance on Risk Assessment and flow process chart – calculate risk rating from matrix, Likelihood x Severity = Risk Rating.
* Insert photographs where appropriate or available.
* Once completed pass form to line management for implementation of any new control measures identified.
* Copy to be retained within service.
* Copy to be sent to Health & Safety Manager, Improvement & HR, Whitegates Road, Lochgilphead, PA31 8SY.
* If you require additional guidance or help contact healthandsafety@argyll-bute.gov.uk

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **LIKELIHOOD** | | | | |
| **1** | **2** | **3** | **4** | **5** |
| **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost Certain** |
| **S**  **E**  **V**  **E**  **R**  **I**  **T**  **Y** | **1** | **Insignificant** | **1L** | **2L** | **3L** | **4L** | **5M** |
| **2** | **Minor** | **2L** | **4L** | **6M** | **8M** | **10M** |
| **3** | **Moderate** | **3L** | **6M** | **9M** | **12M** | **15H** |
| **4** | **Major** | **4L** | **8M** | **12M** | **16H** | **20H** |
| **5** | **Catastrophic** | **5M** | **10M** | **15H** | **20H** | **25H** |

|  |  |
| --- | --- |
| **Hierarchy of Controls** | |
| **a**. **Elimination** | **d. Otherwise controlled** (e.g. safe systems of work, signage, warnings, procedures, training, supervision, etc. ) |
| **b**. **Substitution** **with a safer alternative** (e.g. mains tools substituted with battery operated | **e.** **Reduced effectively by using** **Personal Protective Equipment** |
| **c. Made safer through using engineering controls** (e.g. guarding) |

Identify Task and who could be affected

Identify hazards at each step within task – refer to guidance appendix 2

Identify existing controls

Rank risk using matrix

Are additional controls required, if so identify

Ensure additional controls put in place

Rank residual risk using matrix if needed

Sign risk assessment off

Copy to be retained within service

Send copy to H & S section

Review periodically

|  |  |
| --- | --- |
| **< 5** | **Low** |
| **5 <15** | **Med** |
| **15 < 25** | **High** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Argyll & Bute Council**  **Risk Assessment Form** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Work Task: (**activity or process) | | | | Outdoor Fitness Classes | | | | | | | | | | | **Assessment Undertaken By:** | | | | | | | | | | Sharon Gillies-McCallum | | | | | | |
| **Designation:** | Dev Officer – Programming | | | | | | **Assessment Date:** | | | | | 28/08/2020 | | | **Review Date:** | | | | 28/09/2020 | | | | | | **Service:** | | **Leisure** | | | | |
| **Signature:** | C:\Users\mccallum-gilliess\Desktop\signature.jpg | | | | | | | | | **Department/School** | | | | | | Leisure | | | | | | | | | | | | | | | |
| **Who may be affected?** | | **Staff** | | | **X** | **Contractors** | |  | **Visitors** | | **X** | | **Public** | **X** | | **Pupils** | |  | | | **Others** | |  | **Volunteers** | |  | | **Ref No:** |  | | |
| **Hazards** | | | **Controls**  **(List existing controls in place – link to policy etc)** | | | | | | | | | | | | | | **Risk Rating**  **Use Matrix** | | | | | **Additional Controls**  **Required? (List)** | | | | | | | **Residual Risk Rating** | | |
| **L** | **S** | | **R** | | **L** | **S** | **R** |
|  | | | Based on Covid-19 Guidance from The UK Government, The Scottish Government, The HSE, CIMSPA and UKactive.  <https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-sport-and-leisure-facilities/>  https://www.hse.gov.uk/coronavirus/index.htm  <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>  <https://www.cimspa.co.uk/library-and-guidance/coronavirus---cimspa-briefings/reopen-sport-and-physical-activity-sector-facility-reopening-guidance>  <https://www.ukactive.com/wp-content/uploads/2020/07/Covid-19-A-framework-for-the-re-opening-of-the-gym-and-fitness-industry-V2.3.pdf>  PPE Controls based on Hierarchy of Control  1. Elimination of risk  2. Alternative or substituted options for activities  3. Engineering controls  4. Signage and other administrative controls  5. Personal Protective Equipment  It is accepted that the safest way to control the potential risks would be to keep leisure facilities closed to the public. However the consensus from Government and HSE is that ways should be considered to safely operate some leisure activities including gymnasiums, fitness classes and swimming pools. Therefore the following should be implemented to minimise risk as much as is as practicable.  The novel coronavirus SARS-CoV-2, which causes the disease COVID-19, is spread by two principal routes.  • Close contact with a person shedding virus particles leading to droplet inhalation, or  • Touching surfaces contaminated with virus particles and subsequently transferring those viruses to the eyes, nose or mouth.  To help prevent the spread of respiratory viruses like coronavirus, everyone should:  • Wash hands often with soap and water for at least 20 seconds, or use a hand sanitiser.  • wash hands when arriving home or at work, when blowing their nose, sneezing or coughing, eating or handling food  • avoid touching eyes, nose and mouth with unwashed hands  • avoid close contact with people who have symptoms  • cover coughs and sneezes with a tissue, then throw the tissue in a bin and wash their hands  • clean and disinfect frequently touched objects and surface.  • Hand sanitiser will be provided at the outdoor classes as required.  • To ensure social distancing can occur, classes must take place in environments that are large enough to accommodate current class levels. Where this is not possible, class numbers will be reduced based on available floor space.  • All class users must adhere to social distancing of minimum 2m between individuals while participating in a fitness class. This will be achieved by the physical spacing of equipment to the minimum permitted distancing. In classes where limited equipment is used, class users must still maintain social distancing as outlined.  •As part of regular pre class verbal Health Commitment statement advice, class instructors will reinforce current Covid-19 social distancing and health advice as well as hand sanitiser protocols.  •All class users will thoroughly wash their hands/use hand sanitiser provided before entering the class space.  •The use of gloves for public or staff is not permitted except when carrying out first aid or cleaning duties. Regular handwashing/use of sanitiser is a better method of preventing spread.  •Class programmes will be altered in order to accommodate the disinfection of equipment between classes.  •Due to possible transmission from equipment, classes that involve multiple exercise station and/or multiple pieces of equipment (that more than one user will come into contact with)  •ie circuit classes will not take place, unless a system can implemented where this transmission cannot take place.  •Customers will require to bring their own water / fluid bottles. No water fountains will be available on site. This will be communicated in advance to all members and advertised through social media platforms, and within facilities.  •No showers or changing facilities will be available. This will be communicated in advance to all members and advertised through social media platforms, and within facilities.  •Limited toilet / welfare area will be made available and this will be cleaned regularly by staff. This will be communicated in advance to all members and advertised through social media platforms, and within facilities. | | | | | | | | | | | | | | 2 | 4 | | 8M | |  | | | | | | |  |  |  |
| Muscular skeletal injury through improper technique | | | * Proper usage and demonstration will be given at all sessions. * Session will be monitored at all times by qualified instructor. * Audits will be carried out twice annually by fitness coordinator. * All instructors are First Aid qualified. * Verbal Par-Q given before each session. | | | | | | | | | | | | | | 2 | 2 | | 4 | |  | | | | | | |  |  |  |
| Impact injury through improper use | | | * Equipment safety check before and after each session. * Floor and work surfaces checked before each session. * Work stations are spaced for sufficient usage. * Proper usage and demonstration carried out before each session. * Per100’s filled out after each incident, any trends will be identified | | | | | | | | | | | | | | 2 | 2 | | 4 | |  | | | | | | |  |  |  |
| Slips and trips | | | * Proper usage and demonstration will be given at all sessions. * Working surfaces checked before each session. * The artificial surface/grass will be checked for objects and dampness to ensure no slipping. * Clients will be advised of appropriate footwear. | | | | | | | | | | | | | | 2 | 2 | | 4 | |  | | | | | | |  |  |  |
| Crushing injuries through improper use. | | | * Proper usage and demonstration will be given at all sessions. * Equipment checked before and after each session. | | | | | | | | | | | | | | 2 | 2 | | 4 | |  | | | | | | |  |  |  |
| Bacterial transfer through improper cleaning. | | | The artificial surface/grass will be checked for possible causes of contamination. | | | | | | | | | | | | | | 1 | 1 | | 2 | |  | | | | | | |  |  |  |
| Electric shock | | | N/A | | | | | | | | | | | | | | 1 | 1 | | 2 | |  | | | | | | |  |  |  |
| Fire | | | N/A | | | | | | | | | | | | | | 1 | 1 | | 2 | |  | | | | | | |  |  |  |
| Health related illnesses | | | * Verbal health check carried out before each class.      * Instructor will bring radio which will be used to summon help in an emergency situation, from the appropriate facility. | | | | | | | | | | | | | | 2 | 2 | | 4 | |  | | | | | | |  |  |  |
| Muscular skeletal, Crushing, Trips while handling equipment | | | * Proper technique are explained at every session. * Staff moving stereo should ensure they can move safely themselves, an additional member of staff to assist. | | | | | | | | | | | | | | 2 | 2 | | 4 | |  | | | | | | |  |  |  |
| Heat/Cold exposure | | | * The instructor will assess the possibly of heat/cold exposure. Proper hydration will be explained before commencing the class. * Instructor will monitor and asses clients temperature levels, using visual and verbal communication. * Instructor will be provided with jacket for outdoor class delivery | | | | | | | | | | | | | | 2 | 2 | | 4 | |  | | | | | | |  |  |  |
| Ground quality | | | * The ground will be checked and assessed prior to the class commencing due to possible floods/muddy/slippy surfaces | | | | | | | | | | | | | | 2 | 2 | | 4 | |  | | | | | | |  |  |  |
| Environment | | | * Prior to signing up, clients will be advised that this class will be on whether it is raining, snowing or sunshine. So they must dress appropriately. * During extreme weather, class will be held indoors. | | | | | | | | | | | | | | 2 | 2 | | 4 | |  | | | | | | |  |  |  |